

**EXHIBIT 5c--Mental Health Services Act Community Services and Supports Administration Budget Worksheet**

 County(ies): San Diego

 Fiscal Year: 2005-06

 Date: 3/1/06

	Client, Family Member and Caregiver FTEs	Total FTEs	Budgeted Expenditures
<b>A. Expenditures</b>			
<b>1. Personnel Expenditures</b>		<i>Partial year</i>	<i>Partial year</i>
a. MHSA Coordinator(s)		0.25	\$19,739
b. MHSA Support Staff			
c. Other Personnel (list below)			
i. Contract Administration		0.50	\$26,697
ii. Contracts Fiscal/Claiming		0.25	\$13,349
iii. Financial Management		0.25	\$13,349
iv. Contract Program Monitoring		0.75	\$43,093
v. Physical Health/Public Health Care Coordination		0.25	\$18,465
vi. Quality Improvement		0.25	\$13,349
vii.			
d. Total FTEs/Salaries	0.00	2.50	\$148,039
e. Employee Benefits			<u>\$81,866</u>
f. Total Personnel Expenditures			\$229,905
<b>2. Operating Expenditures</b>			
a. Professional Services			\$0
b. Travel and Transportation			\$0
c. General Office Expenditures			\$2,640
d. Rent, Utilities and Equipment			\$14,480
e. Other Operating Expenses (provide description in budget narrative)			<u>\$28,860</u>
f. Total Operating Expenditures			\$45,980
<b>3. County Allocated Administration</b>			
a. Countywide Administration (A-87)			\$44,258
b. Other Administration (provide description in budget narrative)			\$190,527
c. Total County Allocated Administration			\$234,785
<b>4. Total Proposed County Administration Budget</b>			<b>\$510,669</b>
<b>B. Revenues</b>			
<b>1. New Revenues</b>			
a. Medi-Cal (FFP only)			\$0
b. Other Revenue			
<b>2. Total Revenues</b>			<b>\$0</b>
<b>C. Start-up and One-Time Implementation Expenditures</b>			
<b>D. Total County Administration Funding Requirements</b>			<b>\$510,669</b>

**COUNTY CERTIFICATION**

I HEREBY CERTIFY under penalty of perjury that I am the official responsible for the administration of Community Mental Health Services in and for said County; that I have not violated any of the provisions of Section 5891 of the Welfare and Institution C

 Date: 03/15/06

Signature \_\_\_\_\_

Local Mental Health Director

 Executed at San Diego, California

**EXHIBIT 5c--Mental Health Services Act Community Services and Supports Administration Budget Worksheet**

 County(ies): San Diego

 Fiscal Year: 2006-07

 Date: 3/1/06

	Client, Family Member and Caregiver FTEs	Total FTEs	Budgeted Expenditures
<b>A. Expenditures</b>			
<b>1. Personnel Expenditures</b>			
a. MHSA Coordinator(s)		1.00	\$78,956
b. MHSA Support Staff			
c. Other Personnel (list below)			
i. Contract Administration		2.00	\$106,787
ii. Contracts Fiscal/Claiming		1.00	\$53,394
iii. Financial Management		1.00	\$53,394
iv. Contract Program Monitoring		3.00	\$172,370
v. Physical Health/Public Health Care Coordination		1.00	\$73,861
vi. Quality Improvement		1.00	\$53,394
vii.			
d. Total FTEs/Salaries	0.00	10.00	\$592,154
e. Employee Benefits			<u>\$327,461</u>
f. Total Personnel Expenditures			\$919,616
<b>2. Operating Expenditures</b>			
a. Professional Services			\$1,740,000
b. Travel and Transportation			\$0
c. General Office Expenditures			\$10,560
d. Rent, Utilities and Equipment			\$57,920
e. Other Operating Expenses (provide description in budget narrative)			<u>\$115,440</u>
f. Total Operating Expenditures			\$1,923,920
<b>3. County Allocated Administration</b>			
a. Countywide Administration (A-87)			\$451,192
b. Other Administration (provide description in budget narrative)			\$1,943,079
c. Total County Allocated Administration			\$2,394,271
<b>4. Total Proposed County Administration Budget</b>			<b>\$5,237,807</b>
<b>B. Revenues</b>			
<b>1. New Revenues</b>			
a. Medi-Cal (FFP only)			\$576,159
b. Other Revenue			
<b>2. Total Revenues</b>			<b>\$576,159</b>
<b>C. Start-up and One-Time Implementation Expenditures</b>			
<b>D. Total County Administration Funding Requirements</b>			<b>\$4,661,648</b>

**COUNTY CERTIFICATION**

I HEREBY CERTIFY under penalty of perjury that I am the official responsible for the administration of Community Mental Health Services in and for said County; that I have not violated any of the provisions of Section 5891 of the Welfare and Institution C

 Date: 03/15/06

Signature \_\_\_\_\_

Local Mental Health Director

 Executed at San Diego, California

**EXHIBIT 5c--Mental Health Services Act Community Services and Supports Administration Budget Worksheet**

 County(ies): San Diego

 Fiscal Year: 2007-08

 Date: 3/1/06

	Client, Family Member and Caregiver FTEs	Total FTEs	Budgeted Expenditures
<b>A. Expenditures</b>			
<b>1. Personnel Expenditures</b>			
a. MHSA Coordinator(s)		1.00	\$82,904
b. MHSA Support Staff			
c. Other Personnel (list below)			
i. Contract Administration		2.00	\$112,127
ii. Contracts Fiscal/Claiming		1.00	\$56,063
iii. Financial Management		1.00	\$56,063
iv. Contract Program Monitoring		3.00	\$180,988
v. Physical Health/Public Health Care Coordination		1.00	\$73,861
vi. Quality Improvement		1.00	\$56,063
vii.			
d. Total FTEs/Salaries	0.00	10.00	\$618,069
e. Employee Benefits			<u>\$341,792</u>
f. Total Personnel Expenditures			\$959,861
<b>2. Operating Expenditures</b>			
a. Professional Services			\$1,740,000
b. Travel and Transportation			\$0
c. General Office Expenditures			\$10,560
d. Rent, Utilities and Equipment			\$57,920
e. Other Operating Expenses (provide description in budget narrative)			<u>\$115,440</u>
f. Total Operating Expenditures			\$1,923,920
<b>3. County Allocated Administration</b>			
a. Countywide Administration (A-87)			\$334,509
b. Other Administration (provide description in budget narrative)			\$506,766
c. Total County Allocated Administration			\$841,274
<b>4. Total Proposed County Administration Budget</b>			<b>\$3,725,056</b>
<b>B. Revenues</b>			
<b>1. New Revenues</b>			
a. Medi-Cal (FFP only)			\$409,756
b. Other Revenue			
<b>2. Total Revenues</b>			<b>\$409,756</b>
<b>C. Start-up and One-Time Implementation Expenditures</b>			
<b>D. Total County Administration Funding Requirements</b>			<b>\$3,315,300</b>

**COUNTY CERTIFICATION**

I HEREBY CERTIFY under penalty of perjury that I am the official responsible for the administration of Community Mental Health Services in and for said County; that I have not violated any of the provisions of Section 5891 of the Welfare and Institution Code in that all identified funding requirements (in all related program budgets and this administration budget) represent costs related to the expansion of mental health services since passage of the MHSA and do not represent supplanting of expenditures; that fiscal year 2004-05 funds required to be incurred on mental health services will be used in providing such services; and that to the best of my knowledge and belief this administration budget and all related program budgets in all respects are true, correct, and in accordance with the law.

 Date: 03/15/06

Signature \_\_\_\_\_

Local Mental Health Director

 Executed at San Diego, California

## EXHIBIT 5c--Mental Health Services Act CSS Administration Budget Narrative

### Line Item Narratives: Fiscal Year 05-06

Note: In total, the San Diego County administrative overhead is 15% of total services and one-time funds. This rate has three components: 1) mental health division (personnel and operating expenditures detailed below), 2) external which is Countywide Administration (A-87) (line A.3.a) and 3) agency-wide which appears under Other Administration (line A.3.c.). The total amount between the 3 fiscal years varies mainly due to the target fiscal years for the one-time funds and the fluctuation in services start up dates.

#### **A. EXPENDITURES**

1. **Personnel Expenditures** - Budgeted FTE and expenditures based on 25% of annual cost per FTE since new positions are expected to be filled 04/01/06 includes the following:

- a. MHSA Coordinator – Overall responsibility for development, implementation, evaluation and monitoring of MHSA plan. Budget is based on San Diego County Salary schedule for the position.
- b. MHSA Support Staff – support for MHSA Coordinator will be provided by existing staff.
- c. Other Personnel – Budget is based on San Diego County Salary schedule for the position.

Contract Administration: (2) Admin Analyst Ibis will provide contract development and monitoring support for the administration of MHSA contracted services.

Contracts Fiscal Claiming: (1) Admin Analyst II will process contractor claims and monitor expenditures via contract cost reports for MHSA contracted services.

Financial Management: (1) Admin Analyst II will provide overall financial support including budget development and expenditure tracking for overall MHSA plan.

Contracts Program Monitoring: (2) Admin Analyst II and (1) Mental Health Program Manager will provide program oversight and monitoring of MHSA programs

Physical Health/Public Health Care Coordination: (1) Psychiatric Clinical Nurse Specialist will provide community education, serve as a liaison with physical health care providers and monitor the MHSA primary care integration programs.

Quality Improvement: (1) Admin Analyst II will perform analytical tasks related to quality improvement monitoring of MHSA programs.

- Employee Benefits – This includes FICA, medical and dental insurance, disability insurance, workers compensation insurance, retirement plan contributions, and other employee benefits. This is based on 55.3% benefit rate for County of San Diego in FY 05-06

#### **2. Operating Expenditures**

- b. Travel and Transportation – travel costs included in general office expenditures
- c. General Office Expenditures –based on average annual cost of \$1,056 per FTE for basic services and supplies such as postage, photocopy expenses, office supplies. Budgeted expense in FY 05-06 is 25% of yearly amount.
- d. Rent, Utilities and Equipment – based on average annual cost of \$5,792 per FTE for rent, utilities, telecommunication and personal computers. Budgeted expense in FY 05-06 is 25% of yearly amount.
- e. Other Operating Expenses – based on anticipated direct charge from County Department of Purchasing and Contracting for services related to new MHSA contracts. Budgeted expense in FY 05-06 is 25% of yearly amount.

#### **3. County Allocated Overhead**

- Countywide Administration (A-87) county-wide administrative support functions is a flat rate of 1.3% of total program expenditures (which includes CSS services, one-time funds and other revenue). For FY 05-06, CSS services total \$1,332,376, one-time funds are \$ 1,522,300, extension of local planning \$549,786 and other revenue is \$0 for a grand total of \$ 3,404,462 times 1.3% (based upon FY 04/05 cost reports) = \$44,258.

- Other Administration -Health and Human Services Agency overhead (centralized personnel, training, financial services, etc) and Mental Health Admin overhead (management information systems, revenue billing and claiming, planning, program oversight, and general administration). For the first two years of the CSS plan, the agencywide overhead rate is 5.6% of FY 05-06 total program expenditures (\$3,404,462) as detailed above for a total of \$190,527. The bulk of this expense is attributed to purchasing and contracts which in total will be administering over 34 competitive procurements, 71 contract augmentations and 13 sole source program and consultant contracts.

#### **B. REVENUES**

- Medi-Cal Administration FFP - Although there will be Medi-Cal revenues for the MHSA programs when they are fully operational; however, the programs are not expected to start prior to April 1, 2006. As these programs are new and are starting late in the fiscal year, the Medi-Cal revenue is not expected to be material until FY 06-07.

- D. **TOTAL FUNDING REQUIREMENTS** – MHSA funds required to cover Administrative costs overall is 15% of direct MHSA-CSS services and one-time start-up funds.

## EXHIBIT 5c--Mental Health Services Act CSS Administration Budget Narrative

### Line Item Narratives: Fiscal Year 06-07

Note: In total, the San Diego County administrative overhead is 15% of total services and one-time funds. This rate has three components: 1) mental health division (personnel and operating expenditures detailed below), 2) external which is Countywide Administration (A-87) (line A.3.a) and 3) agency-wide which appears under Other Administration (line A.3.c.). The total amount between the 3 fiscal years varies mainly due to the target fiscal years for the one-time funds and the fluctuation in services start up dates.

#### **A. EXPENDITURES**

##### **1. Personnel Expenditures**

- a. MHSA Coordinator – Overall responsibility for development, implementation, evaluation and monitoring of MHSA plan. Budget is based on San Diego County Salary schedule for the position.
- b. MHSA Support Staff – support for MHSA Coordinator will be provided by existing staff.
- c. Other Personnel – Budget is based on San Diego County Salary schedule for the position.
  - Contract Administration: (2) Admin Analyst IIs will provide contract development and monitoring support for the administration of MHSA contracted services.
  - Contracts Fiscal Claiming: (1) Admin Analyst II will process contractor claims and monitor expenditures via contract cost reports for MHSA contracted services.
  - Financial Management: (1) Admin Analyst II will provide overall financial support including budget development and expenditure tracking for overall MHSA plan.
  - Contracts Program Monitoring: (2) Admin Analyst II and (1) Mental Health Program Manager will provide program oversight and monitoring of MHSA programs
  - Physical Health/Public Health Care Coordination: (1) Psychiatric Clinical Nurse Specialist will provide community education, serve as a liaison with physical health care providers and monitor the MHSA primary care integration programs.
  - Quality Improvement: (1) Admin Analyst II will perform analytical tasks related to quality improvement monitoring of MHSA programs.
- e. Employee Benefits – This includes FICA, medical and dental insurance, disability insurance, workers compensation insurance, retirement plan contributions, and other employee benefits. This is based on 55.3% benefit rate for County of San Diego in FY 05-06

##### **2. Operating Expenditures**

- a. Professional Services include the following:
  - Data Analysis and Performance Monitoring -- estimated to be \$650,000 annually given the scope of the CSS plan expansion. These services are for the Adult CSS plan expansion and our estimate is based on a similar contract. The final amount will be negotiated via the RFP procurement process.
  - Capital Facilities / Housing Technical Advisor -- estimated at 2,000 hours at \$100/per hour = \$200,000 total. An RFP will be issued to hire this consultant; so the actual amount will be negotiated via the RFP procurement process.
  - CASRC (Child and Adolescent Services Research Center) -- contract augmentation estimated to be \$120,000 based upon existing contract rates to perform outcomes measures and support for the Children's portion of the MHSA CSS plan.
  - Primary Care Services Integration Contract -- for coordination of services, claims authorization, payment and network management among CSS workplans A-7, CY-4.1 and OA-3 (with services totaling \$1,790,000) is estimated to be \$150,000 which is approximately an 8.4% overhead rate. This will be a sole source contract to the existing Council of Community Clinics.
  - Administrative Services Organization -- is estimated to be \$200,000 given the current rate for contracted services. This will be a contract augmentation to provide support for the MHSA CSS plan expansion which will include administrative services such as coordination of services, claims authorization, payment, network management, Medi-Cal billing, and various service reports.
  - Information Technology (IT) Technical Advisor -- is estimated to be \$120,000 given the current rate for contracted services. The current contract is up for renewal and the final amount will be determined via contract negotiations.
  - Consumer / Family Liaisons -- consists of two technical experts (one for the Adult/Older Adult /TAY system of care and one for Children's) estimated at a rate of \$50 per hours for 1500 hours each (approximately 30 hours per week) for a total of \$150,000. The final amounts will be negotiated via the RFP procurement process.
  - Community Education Coordination -- consists of two technical experts at a rate of \$50/per hour for 1500 hours each (approximately 30 hours per week) for a total of \$150,000. The final amount will be determined via the RFP procurement process.
- b. Travel and Transportation – travel costs included in general office expenditures
- c. General Office Expenditures –based on average annual cost of \$1,056 per FTE for basic services and supplies such as postage, photocopy expenses, office supplies.
- d. Rent, Utilities and Equipment – based on average annual cost of \$5,792 per FTE for rent, utilities, telecommunication and personal computers.
- e. Other Operating Expenses – based on anticipated direct charge from County Department of Purchasing and Contracting for services related to new MHSA contracts.

## EXHIBIT 5c--Mental Health Services Act CSS Administration Budget Narrative

### 3. County Allocated Overhead

- Countywide Administration (A-87) county-wide administrative support functions is a flat rate of 1.3% of total program expenditures (which includes CSS services, one-time funds and other revenue). For FY 06-07, CSS services total \$22,102,000, one-time funds are \$ 8,975,651 and other revenue of \$3,629,451 for a grand total of \$ 34,707,120 times 1.3% (based upon FY 04/05 cost reports) = \$451,192.
- a.

- Other Administration -Health and Human Services Agency overhead (centralized personnel, training, financial services, etc) and Mental Health Admin overhead (management information systems, revenue billing and claiming, planning, program oversight, and general administration). For the first two years of the CSS plan, the agencywide overhead rate is estimated to be 5.6% of FY 06-07 total program expenditures (\$34,707,120) as detailed above for a total of \$1,943,079. The bulk of this expense is attributed to purchasing and contracts which in total will be administering over 34 competitive procurements, 71 contract augmentations and 13 sole source program and consultant contracts.
- b.

### B. REVENUES

- Medi-Cal Administration FFP - based on estimated Medi-Cal percentage of 22% for MHSA programs multiplied by 50% Federal Financial Participation (FFP) applied to total proposed county administration budget. Note that the estimated Medi-Cal percentage for MHSA programs is significantly lower than the current system wide average because many of the proposed MHSA programs are targeted to serve non Medi-Cal clients or will deliver a high percentage of non reimbursable services.
- a.
- TOTAL FUNDING REQUIREMENTS – MHSA funds required to cover Administrative costs overall is 15% of direct MHSA-CSS services.
- d.

## EXHIBIT 5c--Mental Health Services Act CSS Administration Budget Narrative

### Line Item Narratives: Fiscal Year 07-08

Note: In total, the San Diego County administrative overhead is 15% of total services and one-time funds. This rate has three components: 1) mental health division (personnel and operating expenditures detailed below), 2) external which is Countywide Administration (A-87) (line A.3.a) and 3) agency-wide which appears under Other Administration (line A.3.c.). The total amount between the 3 fiscal years varies mainly due to the target fiscal years for the one-time funds and the fluctuation in services start up dates.

#### **A. EXPENDITURES**

##### **1. Personnel Expenditures** - FY 07-08 reflect a 5% step increase but no COLA increase.

a. MHSA Coordinator – Overall responsibility for development, implementation, evaluation and monitoring of MHSA plan.

a. Budget is based on San Diego County Salary schedule for the position.

b. MHSA Support Staff – support for MHSA Coordinator will be provided by existing staff.

c. Other Personnel – Budget is based on San Diego County Salary schedule for the position.

Contract Administration: (2) Admin Analyst IIs will provide contract development and monitoring support for the administration of MHSA contracted services.

Contracts Fiscal Claiming: (1) Admin Analyst II will process contractor claims and monitor expenditures via contract cost reports for MHSA contracted services.

Financial Management: (1) Admin Analyst II will provide overall financial support including budget development and expenditure tracking for overall MHSA plan.

Contracts Program Monitoring: (2) Admin Analyst II and (1) Mental Health Program Manager will provide program oversight and monitoring of MHSA programs

Physical Health/Public Health Care Coordination: (1) Psychiatric Clinical Nurse Specialist will provide community education, serve as a liaison with physical health care providers and monitor the MHSA primary care integration programs.

Quality Improvement: (1) Admin Analyst II will perform analytical tasks related to quality improvement monitoring of MHSA programs.

Employee Benefits – This includes FICA, medical and dental insurance, disability insurance, workers compensation

e. insurance, retirement plan contributions, and other employee benefits. This is based on 55.3% benefit rate for County of San Diego in FY 05-06

##### **2. Operating Expenditures**

###### **a. Professional Services include the following:**

Data Analysis and Performance Monitoring -- estimated to be \$650,000 annually given the scope of the CSS plan expansion. These services are for the Adult CSS plan expansion and our estimate is based on a similar contract. The final amount will be negotiated via the RFP procurement process.

Capital Facilities / Housing Technical Advisor -- estimated at 2,000 hours at \$100/per hour = \$200,000 total. An RFP will be issued to hire this consultant; so the actual amount will be negotiated via the RFP procurement process.

CASRC (Child and Adolescent Services Research Center) -- contract augmentation estimated to be \$120,000 based upon existing contract rates to perform outcomes measures and support for the Children's portion of the MHSA CSS plan.

Primary Care Services Integration Contract -- for coordination of services, claims authorization, payment and network management among CSS workplans A-7, CY-4.1 and OA-3 (with services totaling \$1,790,000) is estimated to be \$150,000 which is approximately an 8.4% overhead rate. This will be a sole source contract to the existing Council of Community Clinics.

Administrative Services Organization -- is estimated to be \$200,000 given the current rate for contracted services. This will be a contract augmentation to provide support for the MHSA CSS plan expansion which will include administrative services such as coordination of services, claims authorization, payment, network management, Medi-Cal billing, and various service reports.

Information Technology (IT) Technical Advisor -- is estimated to be \$120,000 given the current rate for contracted services. The current contract is up for renewal and the final amount will be determined via contract negotiations.

Consumer / Family Liaisons -- consists of two technical experts (one for the Adult/Older Adult /TAY system of care and one for Children's) estimated at a rate of \$50 per hours for 1500 hours each (approximately 30 hours per week) for a total of \$150,000. The final amounts will be negotiated via the RFP procurement process.

Community Education Coordination -- consists of two technical experts at a rate of \$50/per hour for 1500 hours each (approximately 30 hours per week) for a total of \$150,000. The final amount will be determined via the RFP procurement process.

b. Travel and Transportation – travel costs included in general office expenditures

c. General Office Expenditures –based on average annual cost of \$1,056 per FTE for basic services and supplies such as postage, photocopy expenses, office supplies.

d. Rent, Utilities and Equipment – based on average annual cost of \$5,792 per FTE for rent, utilities, telecommunication and personal computers.

## EXHIBIT 5c--Mental Health Services Act CSS Administration Budget Narrative

- e. Other Operating Expenses – based on anticipated direct charge from County Department of Purchasing and Contracting for services related to new MHSA contracts.

### 3. County Allocated Overhead

Countywide Administration (A-87) county-wide administrative support functions is a flat rate of 1.3% of total program expenditures (which includes CSS services, one-time funds and other revenue). For FY 07-08, CSS services total

- a. \$22,102,000 and other revenue of \$3,629,451 for a grand total of \$ 25,731,451 times 1.3% (based upon FY 04/05 cost reports) = \$334,509.

Other Administration -Health and Human Services Agency overhead (centralized personnel, training, financial services, etc) and Mental Health Admin overhead (management information systems, revenue billing and claiming, planning, program

- b. oversight, and general administration). The estimated rate for agency overhead decreases to 2% in the third year as there is no longer the out of the ordinary demand for purchasing an contracts services as the procurement of contracts was done in the previous two fiscal years. The agencywide overhead rate is estimated to be 2% of FY 06-07 total program expenditures (\$25,731,451) as detailed above for a total of \$506,766.

### B. REVENUES

Medi-Cal Administration FFP - based on estimated Medi-Cal percentage of 22% for MHSA programs multiplied by 50% Federal Financial Participation (FFP) applied to total proposed county administration budget. Note that the estimated Medi-

- a. Cal percentage for MHSA programs is significantly lower than the current system wide average because many of the proposed MHSA programs are targeted to serve non Medi-Cal clients or will deliver a high percentage of non reimbursable services.

- D. TOTAL FUNDING REQUIREMENTS – MHSA funds required to cover Administrative costs overall is 15% of direct MHSA-CSS services.